

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED <div style="text-align: center; border: 1px solid black; padding: 2px;">TOP SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center; border: 1px solid black; padding: 2px;">TOP SECRET</div>	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
a.	PRIME CONTRACT NUMBER		a.	ORIGINAL <i>(Complete date in all cases)</i>	Date (YYMMDD)
b.	SUBCONTRACT NUMBER		b.	REVISED <i>(Supersedes all previous specs)</i>	Revision No. Date (YYMMDD)
X	c. SOLICITATION OR OTHER NUMBER	DUE Date (YYMMDD)	c.	FINAL <i>(Complete Item 5 in all cases)</i>	Date (YYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Service (DSS) Southeast Region 2300 Lake Park Drive, Suite 250 Smyrna GA 30080-7606	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE					
a. LOCATION See Block 13.		b. CAGE CODE N/A		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> N/A	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
10. THIS CONTRACT WILL REQUIRE ACCESS			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR		
	YES	NO		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	X		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		X
b. RESTRICTED DATA	X		b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	X		c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	X	
d. FORMERLY RESTRICTED DATA	X		d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	X	
e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY		X
(1) Sensitive Compartmented Information (SCI)	X		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X
(2) Non-SCI	X		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	X	
f. SPECIAL ACCESS INFORMATION	X		h. REQUIRE A COMSEC ACCOUNT	X	
g. NATO INFORMATION	X		i. HAVE TEMPEST REQUIREMENTS	X	
h. FOREIGN GOVERNMENT INFORMATION	X		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	X	
i. LIMITED DISSEMINATION INFORMATION	X		k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	X	
j. FOR OFFICIAL USE ONLY INFORMATION	X		l. OTHER <i>(Specify)</i>		
k. OTHER <i>(Specify)</i>		X	Have classified AIS and SIPRNET requirements.		

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (Specify):

AEDC/PA, Arnold AFB, TN 37389. PUBLIC RELEASE OF SCI INFORMATION IS NOT AUTHORIZED.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

This contract requires compliance with DoD 5220.22M and all current changes/updates, and applicable supplements.
Compliance with Executive Order 12958 is also required.

Security Classified Guides will be supplied by individual programs as required.

Ref item 8a: Actual performance will occur at Arnold AFB, TN and at AEDC/DOSH (White Oak), Maryland. Contractors performing work at AEDC White Oak will operate as an Air Force Integrated Visitor Group to AEDC/DOSH, and will enter into a Visitor Group Security Agreement (VGSA) with AEDC/DOSH and AEDC/CC.

Ref item 10a: COMSEC material/information may not be released to DoD contractors without Air Force Cryptologic Support Center (AFSC) approval. Inspection responsibilities for Cryptographic Account have been retained by HQ AFMC, Wright Patterson AFB, OH. Contractor must forward requests for COMSEC material/information to the COMSEC officer through the program office. The contractor is governed by AFI 33-211 in the control and protection of COMSEC material/information. Access to COMSEC material by personnel is restricted to US Citizens holding final US Government security clearances. Such information is not releasable to personnel holding only reciprocal clearances.

Ref 10c: This contractor is permitted access to CNWDI in performance of this contract. The government program manager or designated representative will ensure the contractor Facility Security Officer is briefed for CNWDI.

Ref 10.e.(1): Contractor will require access to DCIDs 1/7 and 1/19.

Ref 10.e.(2): Contractor will require access to AFI 14-302 and AFI 14-303.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed)

☒ Yes ☐ No

Ref 10.e.(1). The AEDC Special Security Office is AEDC/IN (931-454-7320). See attached SCI Release of Intelligence for additional security requirements. Prior approval of the contracting activity is required for subcontracting. Access to intelligence information requires special briefings and a U.S. Government clearance at the appropriate level.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒ Yes ☐ No

The Defense Security Service is relieved of all industrial security oversight responsibility for the work performed at Arnold AFB, and AEDC White Oak. AEDC/SDS (Air Force Security Office) will provide security oversight and conduct required security reviews, with the exception of official Special Access Program and SCI elements. AEDC/IN has exclusive security responsibility for all SCI classified material released or developed under this contract.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

b. TITLE

c. TELEPHONE (Include Area Code)

d. ADDRESS (Include Zip Code)

17. REQUIRED DISTRIBUTION

☒

a. CONTRACTOR

☐

b. SUBCONTRACTOR

☒

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☒

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☐

e. ADMINISTRATION CONTRACTING OFFICER

☒

f. OTHERS AS NECESSARY

e. SIGNATURE

Block 13 Continued:

Ref Block 10.f: Special Access Program (SAP) Information. Individual OPRs and classification guidance for SAPs and SAR programs supported under this contract are not listed specifically in the DD 254: however, the contractor may require access to SAP/SAR material from various programs. The AEDC OPR for special access required security guidance is the AEDC Special Programs Office (AEDC/DOF). The contractors must adhere to the special access program requirements/procedures developed by the OPR. All such programs are carved out from DSS cognizance and may require additional clearances, investigations, document markings, and other security requirements which may differ from those specified in DoD 5220.22-M/DoD 5200.1-R. The contractors are also required to comply with SAP Computer Security Policies and Procedures when using AIS. SAP information will only be accessed and/or processed on SAP formally approved AIS. Special Access Program Office personnel will approve security reviews of such activities.

Ref Block 10.j: FOUO information provided under this contract shall be safeguarded as specified in AFI 37-131 and DoD 5200.1-R, Appendix C.

Ref Block 11.d: Contractor must provide adequate storage for classified hardware to the level of Top Secret that exceeds two cubic feet.

Ref Block 11.i: The contractor will comply with Air Force EMSEC requirements/policies as outlined in AFI 33-202.

Ref Block 11.j: The contractor will maintain an OPSEC program designed to continually educate all [insert contractor] and on-site, non-intermittent visitor subcontractor personnel (regardless of whether they are performing on classified or unclassified subcontracts) who handle or have access to sensitive but unclassified information on protection of these type of information. The Facility Security Officer will ensure all of the above referenced personnel are educated on the AEDC Critical Information List at least annually, and upon request, will assist the AEDC/SDS in developing and updating the Critical Information List.

Ref Block 11.I: Contractor will comply with USAF Information Assurance policies and procedures when using classified AIS. Classified information will only be accessed and/or processed on formally approved AIS. For SCE systems, formal approval must be granted by DIA.

Ref Blocks 10.b, 10.d, and 11.c: [insert contractor] employees formally trained by the [insert contractor] Facility Security Officer to derivatively classify National Security Information may also perform derivative classification actions for Restricted Data and Formerly Restricted Data in accordance with current directives.

The [insert contractor] Facility Officer (FSO) will ensure that all AEDC on-site subcontractors and consultants supporting AEDC classified support operations that are not categorized as intermittent visitors receive annual and area specific security education and awareness training as required by the Statement of Work. A record of annual training must be maintained by the FSO.

Foreign Nationals or Immigrant/Resident Aliens will not be utilized in the performance of this contract without the written approval of the Contracting Officer and the AEDC Foreign Disclosure Office (AEDC/IN).

Foreign Nationals will not have access to AEDC Networked computers. Stand-alone, sanitized computers may be used for unclassified public domain work in support of contract.

AEDC Government Security POCs:

Servicing Security Activity (SSA): AEDC/SDS
100 Kindel Drive, Suite C-301
Arnold AFB TN 37389-3301

Special Security Officer (SSO): AEDC/IN
251 First Street
Arnold AFB TN 37389-2305

Computer Security/COMSEC: AEDC/SDC
Arnold AFB TN 37389

Special Program Office: AEDC/DOF
Arnold AFB TN 37389

Contract Monitor:

John L. Sutton
Administrative Contracting Officer
AEDC/PKM
100 Kindel Drive Suite A-337
Arnold AFB TN 37389-1337

Signature

Date

ATTACHMENT 1 TO DD FORM 254 FOR CONTRACT NUMBER [INSERT
CONTRACT NUMBER]
CONTRACT EXPIRATION DATE: [01 Date 02]

RELEASE OF NON-SENSITIVE COMPARTMENTED INFORMATION (NON-SCI)
INTELLIGENCE INFORMATION TO US CONTRACTORS

1. Requirements for access to non-SCI:

a. All intelligence material release to the contractor remains the property of the US Government and may be withdrawn at any time. Contractors must maintain accountability for all classified intelligence released into their custody.

b. The contractor must not reproduce intelligence material without the written permission of the originating agency through the AEDC/IN Special Security Office. If permission is granted, each copy shall be controlled in the same manner as the original.

c. The contractor must not destroy any intelligence material without advance approval or as specified by the contract monitor (CM) or the AEDC/IN Special Security Office. (EXCEPTION: Classified waste shall be destroyed as soon as practicable in accordance with the provisions of the Industrial Security Program).

d. The contractor must restrict access to only those individuals who possess the necessary security clearance and who are actually providing services under the contract with a valid need to know. Further dissemination to other contractors, sub-contractors, other government agencies, private individuals or organizations is prohibited unless authorized in writing by the originating agency through the AEDC/IN Special Security Office.

e. The contractor must ensure each employee having access to intelligence material is fully aware of the special security requirements for this material and shall maintain records in a manner that will permit the contractor to furnish, on demand, the names of individuals who have had access to this material in their custody.

f. Intelligence material must not be released to foreign nationals or immigrant aliens whether they are consultants, US contractors, or employees of the contractor and regardless of the level of their security clearance, except with advance written permission from the originator. Requests for release to foreign nationals shall be initially forwarded to the AEDC Special Security Office and shall include:

- 1) A copy of the proposed disclosure.
- 2) Full justification reflecting the benefits to US interests.
- 3) Name, nationality, particulars of clearance, and current access authorization of each proposed foreign national recipient.

g. Upon completion or termination of the classified contract, or sooner when the purpose of release has been served, the contractor will return all intelligence (furnished or

generated) to the source from which received unless retention or other disposition instructions (see AFMAN 37-139) are authorized in writing by the CM.

h. The contractor must designate an individual who is working on the contract as custodian. The designated custodian shall be responsible for receipting and accounting for all classified intelligence material received under this contract. This does not mean that the custodian must personally sign for all classified material. The inner wrapper of all classified material dispatched should be marked for the attention of a designated custodian and must not be opened by anyone not working directly on the contract.

i. Within 30 days after the final product is received and accepted by the procuring agency, classified intelligence materials released to or generated by the contractor, must be returned to the originating agency through the AEDC/IN Special Security Office unless written instructions authorizing destruction or retention are issued. Requests to retain material shall be directed to the CM for this contract in writing and must clearly indicate the justification for retention and identity of the specific document to be retained.

j. Classification, regrading, or declassification markings of documentation produced by the contractor shall be consistent with that applied to the information or documentation from which the new document was prepared. If a compilation of information or a complete analysis of a subject appears to require a security classification other than that of the source documentation, the contractor shall assign the tentative security classification and request instructions from the contract monitor. Pending final determination, the material shall be safeguarded as required for its assigned or proposed classification, whichever is higher, until the classification, is changed or otherwise verified.

2. Intelligence material carries special markings. The following is a list of the authorized control markings of intelligence material:

a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)." This marking is used, with a security classification, to enable a continuing knowledge and supervision by the originator of the use made of the information involved. This marking may be used on intelligence that clearly identifies, or would reasonably permit ready identification of an intelligence source or method, which is particularly susceptible to countermeasures that would nullify or measurably reduce its effectiveness. This marking may not be used when an item or information will reasonably be protected by the use of other markings specified herein, or by the application of the "need to know" principle and the safeguarding procedures of the security classification system.

b. "Authorized for Release to (name of Country (ies)/International Organization)" The above is abbreviated "REL TO ____." This marking must be used when it is necessary to identify classified intelligence material the US government originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country (ies) or organization.

c. "NOT RELEASABLE TO FOREIGN NATIONALS-NOFORN (NF)." This marking is used to identify intelligence which an originator has determined falls under

the criteria of DCID 5/6. "Intelligence Which May Not Be Disclosed or Released," and may not be provided in any form to foreign governments, international organizations, coalition partners, foreign nationals, or immigrant aliens without originator approval.

3. The following procedures govern the use of control markings.

a. Any recipient desiring to use intelligence in a manner contrary to restrictions established by the control marking set forth above shall obtain the advance permission of the originating agency through the AEDC/IN Special Security Office. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originators shall ensure that prompt consideration is given to recipients requests in these regards, with particular attention to reviewing and editing, if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control marking also shall be indicated by parenthetical use of the marking abbreviations at the beginning or end of the appropriate portions. If the control marking applies to several or all portions, the document must be marked with a statement to this effect rather than marking each section individually.

c. The control markings shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other marking specified by E.O. 12958 and its implementing security directives. The marking shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

4. Request for release of intelligence information must be prepared by the contract monitor (CM) and submitted to the AEDC/IN Special Security Office. This should be accomplished as soon as possible after the contract has been awarded. The request will be prepared and accompanied with a letter explaining the requirements and copies of the DD Form 254 and Statement of Work.

ATTACHMENT 2 TO DD FORM 254 FOR CONTRACT NUMBER [INSERT
CONTRACT NUMBER]
CONTRACT EXPIRATION DATE: [01 Date 02]

RELEASE OF SENSITIVE COMPARTMENTED INFORMATION (SCI)
INTELLIGENCE INFORMATION TO US CONTRACTORS

NUMBER OF SCI BILLETS AUTHORIZED: 35

CONTRACT EXPIRATION DATE: DD MMM YY

1. Requirements for access to SCI:

- a. All SCI will be handled in accordance with special security requirements, which will be furnished by the AEDC/IN Special Security Office.
- b. SCI will not be released to contractor employees without specific release approval of the originator of the material as outlined in governing directives; based on prior approval and certification of “need-to-know” by the designated contractor.
- c. Names of contracting personnel requiring access to SCI will be submitted to the Contract Monitor (CM) for approval. The CM is identified on the reverse side of the DD Form 254.) Upon receipt of written approval from the CM, the company security officer will submit request(s) for special background investigations in accordance with the NISPOM, to the AEDC/IN Special Security Office. The entire personnel security questionnaire package should not be forwarded to the AEDC/IN Special Security Office. The Contractor Special Security Officer (CSSO) must follow the instructions provided by the AEDC/IN Special Security Officer.
- d. Inquiries pertaining to classification guidance on SCI will be directed to the CSSO.
- e. SCI furnished in support of this contract remains the property of the Department of Defense (DoD) department, agency, or command originator. Upon completion or cancellation of the contract, SCI furnished will be returned to the direct custody of the SSO, or destroyed IAW instructions outlined by the CM.
- f. SCI will be stored and maintained only in the AEDC/IN accredited facility.

2. The AEDC/IN Special Security Office will:

- a. Review the SCI product for contract applicability and determine that the product is required by the contractor to complete contractual obligations. After a review of the SCI product has been completed for contract applicability and determined that the product is required to complete obligations, the AEDC/IN Special Security Office must request release from the originator. Originator release authority is required on the product types below:

- 1) Documents bearing the control markings of ORCON, PROPIN.
- 2) GAMMA controlled documents
- 3) Any NSA/Special marked products
- 4) All categories as listed in DoD 5105.21-M-1

b. Prepare or review contractor billet/access requests to insure satisfactory justification (need-to-know) and completeness of information

c. In conjunction with the CM, approve and coordinate visits by contractor employees when such visits are conducted as part of the contract effort.

d. In conjunction with the CM, maintain records of all SCI material provided to the contractor in support of the contract effort. By 15 January (Annually), provide the contractor, for inventory purposes, with a complete list of all documents transferred by contract number, organizational control number, copy number, and document title.

e. Determine dissemination of SCI studies or materials originated or developed by the contractor.

f. Within 30 days after completion of contract, provide written disposition instructions for all SCI material furnished to, or generated by, the contractor.

g. In conjunction with the CM, review and forward all contractor requests to process SCI electronically through appropriate SCI channels.

3. Requests for release of intelligence material to a contractor must be prepared by the contract monitor and submitted to the AEDC/IN Special Security Office. This should be accomplished as soon as possible after the contract has been awarded. The request will be prepared and accompanied with a letter explaining the requirement and copies of the DD Form 254 and Statement of Work.